

MICHAEL K. McNALLY
DISTRICT JUDGE

JAMES K. KERSTEN
DISTRICT JUDGE

EDWARD J. NYKIEL
DISTRICT JUDGE

STATE OF MICHIGAN



MARGARET KRIZAN
COURT ADMINISTRATOR

33rd JUDICIAL DISTRICT COURT

19000 Van Horn Road
Woodhaven, Michigan 48183
Telephone: (734) 671-0201
Fax: (734) 671-0307

Position Available

PROBATION SECRETARY

\$23,903 - \$27,906

General Summary

Under the supervision of the Director of Probation, performs a variety of clerical tasks based on departmental policies and procedures, including typing, scheduling, and data entry.

Duties and Responsibilities

- Answer and screen most incoming telephone calls to the Probation Department.
- Greet visitors, including defendants, attorneys, and members of the general public. Schedule probation appointments and pre-sentence/alcohol screening interviews.
- Open and maintain probation files, including the preparation and filing of various court documents (i.e. pre-sentence investigations, orders, warrants, show causes, discharges, revocations).
- Route documents to Judges, Probation Officers and/or Director of Probation to verify accuracy and/or acceptance.

Job Qualifications

- High school diploma or equivalent.
- Minimum two years secretarial experience.
- Typing Speed and Accuracy (min. 50 w.p.m.).
- Proficiency in word processing using Microsoft Word and Word Perfect.
- Excellent interpersonal skills.
- Ability to communicate effectively orally and in writing.
- Highly organized, with the ability to prioritize work and multitask.
- Legal experience helpful, but not required.

TO APPLY:

Submit resume and cover letter to the Court Administrator at the address above, or email to pkrizan@ili.net. Applications accepted until **March 11, 2005**.

This job description is intended to delineate the general nature and level of work performed by an employee assigned to this classification. It is not to be construed as an exhaustive list of the job duties performed.

The 33rd District Court is an Equal Opportunity Employer